



## **JOB DESCRIPTION**

Title: **FLEET MAINTENANCE INVENTORY  
CONTROL SPECIALIST**

Department: Public Works

Class Code: 8175

FLSA Status: Non-Exempt

Effective Date: July 1, 2000 (Rev 7/01)

Grade Number: 9

## **GENERAL PURPOSE**

Under supervision from the lead mechanic, performs a variety of duties in receiving, issuing, handling, and accounting for inventory stock in Fleet Maintenance.

## **EXAMPLES OF DUTIES**

- \*-- Issues supplies, materials, and equipment to City employees; manually pre-picks stock items from multi-level racking which are specified in Work Order documents, in advance of issuance to Mechanics; completes all necessary paperwork for stock items issued, and forwards to supervisor.
- \*-- Receives delivered supplies, materials, and equipment; confirms that delivered goods match purchase order specifications of quantity, condition, part number, etc; completes all necessary paperwork for stock items received, to include insuring all invoices are checked and correct.
- \*-- Utilizes mainframe computer terminal to properly account for issues, returns, receipts of new materials and associated back orders; inputs essential data on all materials handled; adheres to strict accounting procedures in this regard.
- \*-- Conducts weekly cycle counts of inventory materials based upon computer-monitored suggested re-order listing; assists in conducting complete physical inventory count annually.
- \*-- Organizes and maintains stock room and inventory to include housekeeping and security; maintains labeling system on each stock item; manually stocks inventory shelving with stock items received or returned to insure parts are put into bins and are properly numbered.

- Occasionally operates forklift and other necessary vehicles and equipment, to properly handle materials being received, issued, stocked, and picked; provide other City departments with forklift operations as needed.
- Maintain security and inventory of Fleet Services vehicle key boxes to include issuing keys from key boxes to mechanics and insuring that keys are returned to proper place; cuts new keys using dual cut key machine.
- Shuttle vehicles from other Departments to the Fleet Service shops for repair. Includes the shuttle of vehicles from Fleet Services shop to outside maintenance shops within and outside of the Murray area.
- Upon request of the Public Works Operation Manager, incumbent will be required to help Street Department during snow storms to clear sidewalks throughout the Murray City area.
- Performs related work as required.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Graduation from high school or equivalent and one (1) year experience working in a computer-aided inventory control operation, or any equivalent combination of education and experience.

### Special Requirements

- Must be able to obtain and possess a valid Utah Commercial Driver License within six (6) months after date of hire.
- Responds to emergency call-outs.
- OSHA required Forklift Certification within six (6) months.

### Required Knowledge, Skills and Abilities

- Working knowledge of inventory control practices; working knowledge of tools, supplies, equipment used in the automotive industry. Working knowledge of computer terminal operation. Considerable knowledge of hazards and safety precautions relating to equipment operation, loading and unloading of materials; basic knowledge of vehicles.
- Skill in operation of assigned vehicles and equipment.

- Ability to establish and maintain effective working relationships with other employees and vendors; ability to organize items by broad and specific classifications.
- Ability to follow standard safety practices and procedures common to equipment operation work and to maintain accurate records with Fleet Management Program.
- Ability to follow written and oral instructions; ability to communicate effectively both verbally and in writing.

### **TOOLS & EQUIPMENT USED**

- Forklift, personal computer including database software; motor vehicle, phone, radio, copy and fax machine.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to walk, stand, sit and talk or hear; to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must frequently lift and/or move up to 25 pounds, and occasionally lift weights up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee frequently works near moving mechanical parts or in outside weather conditions. The employee is regularly exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals.
- The noise level in the work environment is usually moderately noisy.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Essential functions of the job.